

AUTO BODY REPAIRER

DEFINITION: Under general supervision, performs journey level automotive body repair work and modification; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class

TASKS:

Performs manual duties in receiving, cleaning, repairing, refinishing, and painting of damaged automotive vehicles; examines damaged vehicles and estimates cost of repair; pulls out dents; fills depressions with body fillers; refinishes and repaints auto body parts; removes and replaces hood, fender, core support, door shell, etc.; may remove upholstery, accessories, electrical and hydraulic equipment to gain access to auto body and fender; replaces windshields and repairs windshield cracks; completes minor estimates of damaged area; straightens out and/or realigns frame.

Dismantles vehicles; removes and replaces air bag systems and sensors; applies decals; recharges air conditioning systems; assists customers checking on completion of auto body work; arranges disposal of waste paints, solvents, and other chemicals with licensed disposal company; may act as lead worker in supervisor's absence; keeps abreast of and informed on developments and trends in automotive body repair; attends meetings and training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of tribal and federal policies, practices and procedures related to automotive body repair and dismantling.

Knowledge of equipment and tools utilized in the repair of automotive bodies.

Knowledge of occupational safety and health policies and procedures related to vehicle repair.

Knowledge of environmental protection rules, regulations and requirements related to the use and disposal of chemicals and solvents.

Skill in prioritizing and completing assigned work.

Skill in complying with environmental and safety requirements and procedures.

Skill in safely operating and working around moving equipment and machinery.

Skill in utilizing customer service and public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves occasional lifting, carrying and moving automotive parts and supplies weighing up to 50 lbs with exposure to potentially hazardous chemicals and fumes.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and one (1) year full time journey level body repair, sheet metal, welding and fabrication or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit. Some positions may require additional licenses or certificates.

THE NAVAJO NATION

Class Code: 4049
General Services and Maintenance Series
Fleet Maintenance Group
Overtime Code: Non-Exempt
Pay Grade: 59

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.